

Office of State Procurement  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

ADDENDUM NO. 2  
July 18, 2016

Your reference is directed to File No. 1000122177, Solicitation No. 3000005982 scheduled to be opened at 10:00 A.M. on July 21, 2016 for the Purchase of Microfilming Services for Department of Transportation and Development.

**The following changes are to be made to the referenced solicitation:**

- 1) Attached are the Vendor's Written Inquiries and State's Answers.
- 2) Extend the Bid Opening Date to 10:00 a.m. CT, July 28, 2016.
- 3) Add an additional Term and Condition to Attachment A – Terms and Conditions to read:  
**Calendar of Events:**  
Deadline to receive additional written inquiries: July 25, 2016  
Deadline to answer additional written inquiries: July 26, 2016  
Revised Bid Opening Date and Time: July 28, 2016, 10:00 a.m. CT

This addendum is hereby officially made a part of the referenced proposal.

**ACKNOWLEDGMENT:** If you have already submitted your proposal and this Addendum does not cause you to revise your proposal, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgment by mail to: Office of State Procurement, P.O. Box 94095, Baton Rouge, LA 70804-9095, by hand delivery or courier to: Office of State Procurement, 1201 N. Third Street, Claiborne Building, Suite 2-160, Baton Rouge, Louisiana 70802, or by fax to (225) 342-9756. The State reserves the right to request a completed Acknowledgment at any time. Failure to execute an Acknowledgment shall not relieve the proposer from complying with the terms of its proposal.

Addendum Acknowledgment/No changes:

For: \_\_\_\_\_

By: \_\_\_\_\_

**REVISION:** If you have already submitted your proposal and this Addendum requires you to revise your proposal, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to proposal opening in a sealed envelope marked with the file number, the proposal opening date and time either by mail to:

Office of State Procurement, P.O. Box 94095, Baton Rouge, La. 70804-9095, or by hand delivery or courier to: Office of State Procurement, 1201 N. Third Street, Claiborne Building, Suite 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756. Electronic transmissions other than by fax are not being accepted at this time.

**Revisions received after proposal opening shall not be considered and you shall be held to your original proposal.**

Revision: \_\_\_\_\_

For: \_\_\_\_\_ By: \_\_\_\_\_

1. I had a question on the Invitation to bid document. Specifically, on page 2 Line 1, the referred to unit is TH. On page 3, Line 2, the unit is also TH. What is the TH Unit and Quantity based on? Should these be in units of roll or image?

**Answer:** The bid price should be bid per thousand images.

2. The estimated volume in the RFP is over 3 million pages per year. However, I was told by Mandy that she produces approximately 25 to 30 boxes per month. This would equate to no more than 1 million pages per year. It may be that I misunderstood and that Mandy produces 25 to 30 boxes per week. I want to make sure I use the correct volumes in our response. Can you confirm the volumes for me?

**Answer:** The estimated annual usages are 3,100,000 images and 300 duplicate rolls of 16mm microfilm as stated in Attachment B of the ITB.